



## **Confidentiality and Privacy Policy**

In order to work as your childcare provider we are legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. Other information that we collect is not a legal requirement but will help us to do our job as your childcare provider. We will need to process information such as: personal details, family details, life style and social circumstances, financial details, GP contact details, allergy details and digital photographs. We also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. We have a legal requirement to collect and process some of this personal information about you and your child. We need you to sign to say that you are happy for us to collect and process the non-statutory information We need to best look after your child(ren).

All information on children and families is kept securely and treated in confidence. We are registered with the Information Commissioner's Office (ICO) and are aware of our responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information we have on file will only be shared if you give permission or there appears to be a child protection issue. We will only share information about your child with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any of the information that we hold on you or your child at any time.

If your child attends nursery or another setting while in our care, or arrives from nursery, school or another setting, then we will need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information we learn to you.

When your child leaves our setting(s) we will only store information on you or your child for as long as is necessary. Anything we don't need to keep we will delete from our computers or shred. We may hold onto some photographs for our own personal use in albums or displayed in our settings. Your child's learning journal will be sent home with you on your last day.

If you have any complaints with the way you feel we have handled any of your personal data, please speak to us in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioners Officer (ICO) if you feel we have not resolved the complaint to your satisfaction.

\_\_\_\_\_ I give permission for T&D Childcare to collect and process non-statutory information about my child such as the name of my child's GP, interests, likes and dislikes etc, as well as sensitive classes of information including your child's racial or ethnic origin, religious or other beliefs, and physical or mental health details. This information will be kept confidential.